

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Executive Officer/TR

DATE: 21 March 1956

FROM : Chief, Instructional Services Branch/TR

SUBJECT: Weekly Activity Report No. 12  
14 - 20 March 1956

## SIGNIFICANT ITEMS

None

## OTHER ACTIVITIES

### 1. Overseas Training Support

### 2. Research and Bibliography

a. The collection of 123 books used for External Student Training has been disbanded by C/LSS at C/LETS' direction. The collection was distributed after being cataloged to Management/TR collection; LETS library for area background use; ISB/TR Library; and to CIA Library.

### 3. Printing and Reproduction

a. Catalog of Courses--1 July 1956 Revision: a memo will be distributed to School Chiefs requesting information for the new edition of the Catalog.

b. The 19 March issue of the Instructors' Guide to Current References has been received from PSD/LO and has been distributed; the 2 April issue has been received in E&R and the typing has begun.

c. [ ] requested 35 copies of Case Studies-- [ ]  
[ ] Twenty ditto masters were typed, proofed, reproduced, collated and forwarded to him.

d. Four administrative communications were reproduced, collated and distributed consisting of 14 pages and 1210 copies.

4. Training Aids Completed during the Week

- a. BS/Basic Orientation. Completed one chart.
- b. BS/Operations Support. Map of world mounted.
- c. IS/IPM. Mounted one map of Africa.
- d. IS/CWC. 500 copies of 4 organization and flow charts.
- e. LETS/Language. 40 copies of color slides. Schedules for Foreign Language Film projection completed through March.
- f. PPS/TR. Layout for the OTR Bulletin.
- g. OTR/FPB. Storyboard for the current film on "Communications."

5. Attendance at the Language Film Programs

- a. 13 March Italian 1 person
- b. 15 March Russian 8 people

25X1

6. Personnel

